



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 20, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 22, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, November 4, 2015**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE V

Supervising Field Engineer  
Region 4/District 6/Project Implementation  
Highways  
Springfield

Attachments  
40586

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, November 4, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Civil Engineer V

**Salary Range:** \$6,315 - \$10,210

**Position Title:** Supervising Field Engineer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW115-23-56-201-10-01

**IPR#:** 40586

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### Office/Central Bureau/District/Work Address:

Division of Highways/ Region 4/ District 6/ Bureau of Project Implementation, 126 E Ash Street, Springfield, IL

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### Description Of Duties:

This position is accountable for the direct supervision of a staff of Resident Engineers and Technicians engaged in the construction supervision and inspection of highway construction projects in an assigned geographical area within the district.

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### Special Qualifications:

#### *The following criteria is required:*

- Current Illinois Professional Engineer license
- Considerable districtwide travel and occasional statewide travel which may include overnight stays; overtime

#### *The following criteria is desired:*

- Nine years of experience in civil engineering of which at least five years should be in the specific area highway engineering, three years of which should have been supervising engineering functions
- Extensive knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and/or written communication skills

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### Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

**\*This position is covered under the Revolving Door Policy (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	February 2015	<b>POSITION:</b>	Supervising Field Engineer
<b>APPROVED BY:</b>	<i>Roger Driskell</i>	<b>OFFICE/DIVISION:</b>	Highways/District 6 Bureau of Project Implementation Construction Section
<b>CODE:</b>	PW115-23-56-201-10-01	<b>REPORTS TO:</b>	Construction Engineer

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***Position Purpose***

This position is accountable for the direct supervision of a staff of Resident Engineers and Technicians engaged in the construction supervision and inspection of highway construction projects in an assigned geographical area within the district.

***Dimensions***

Staff:	20 direct, 100-150 indirect
Salary and Operations:	\$400,000 +
Active Construction Projects:	30 – 60
Total Value of Projects:	\$40 - \$60 million

***Nature and Scope***

This position reports to the Construction Engineer, as does an Executive Secretary. Reporting to this position are the Senior Resident Engineer, the Resident Engineer and the Resident Technicians.

This position functions in a geographical area that is characterized by both remote rural areas and by a developed urban area with high traffic volumes and adjoining independent local governmental units. It also consists of the tasks of constructing efficient and economical highway improvements, while at the same time, meeting the demands for safety, mobility and convenience of the public during construction are complicated by strikes, weather, material shortages and plan changes.

Typical problems encountered by the incumbent are both technical and managerial in nature. These include reviewing the validity of time extensions and change order requests; determining the applicability of design features and standard specifications to particular problems encountered in the field; planning workload and personnel assignments; and motivating staff to effectively maintain a high quality of construction inspection. The greatest challenge to this position is ensuring that all the projects in the incumbent's area are adequately staffed, completed on time and meet all specifications for quality of workmanship.

The incumbent personally monitors the progress of construction projects to ensure that the work accomplished conforms to the specifications, plans and policies and acts as the main source of communication between the field personnel and the Construction Engineer. This position also conducts pre-job conferences whereby representatives of local agencies, contractor personnel, the Resident Engineer and representatives of Railroad and Utilities, if necessary, are brought together for an explanation and discussion of the proposed work. It is essential that the incumbent have unique problem solving of the proposed work. It is essential that the incumbent have unique problem solving capability to recommend approval of all design plans for his/her areas and to properly resolve the technical problems of contract administration as well as problems associated with complaints and concerns from the general public and outside interest groups. S/He conducts interim and final inspections on completed work and ensures that all documentation is complete and accurate, enabling the contract to be finalized and accepted by federal authorities. This position initiates the reply to correspondence with contractors, other agencies or the general public concerning construction projects.

The incumbent exercises the position's accountabilities through a staff of *Senior Resident Engineers*, *Resident Engineers* and *Resident Technicians* who are individually responsible for the layout, inspection and documentation of assigned construction projects and for the direct supervision of the assigned crew.

The incumbent's actions are governed by state and federal policies, plans, Standard Specifications, and Special Provisions. This position is expected to exercise considerable independent judgment in expediting construction progress. The incumbent reviews and recommends appropriate action of all change orders initiated by subordinate resident engineers. S/He recommends staffing needs, promotions, salary changes and disciplinary action for staff. Those technical problems concerning deviations in the plans and standard specifications are referred to the Construction Engineer along with recommendations for resolution.

In performing the functions of this position, the incumbent maintains daily contact with the Resident Engineers and the staff of the Project Implementation Bureau. Frequent contacts are made with both central and district bureaus when construction operations require the coordination of activities among other agencies or when solutions to problems require consultation, recommendations or approval. Other significant contacts are with the Federal Highway Administration, contractor's management personnel, local governmental officials and the general public. Due to the large geographical area that is assigned to the position, the incumbent will spend a considerable amount of time traveling. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the quality and timeliness of the construction work completed; the amount of engineering cost required; the number and severity of complaints received from the general public; the promptness in which the incumbent handles these complaints; and the degree of harmony that exists between the incumbent, the contractor's forces and other state and federal agencies.

### ***Principal Accountabilities***

1. Ensures that construction projects are built according to plans, specifications and departmental policies and with an acceptable engineering cost.
2. Ensures complete and accurate documentation to facilitate timely acceptance and finalization of projects.
3. Ensures timely response to inquiries, complaints, requests and follow-up action.
4. Establishes mutual cooperation between the Bureau of Project Implementation and other central and district bureaus to reconcile divergent viewpoints on special construction problems.
5. Ensures that staff performs duties in accordance with the departmental safety rules, practices and programs. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.